

12 May 1965

CIA Records Administration Officer

604 1016 16th Street

DD/S REGISTRY
FILE *Personnel* 3

Lou:

In my rush to get to my next meeting today I forgot to mention this to you. Please let me have your views as to whom we might nominate from DD/S.

S
VRT

Executive Officer to the
Deputy Director for Support

STAT 7 D 24 Headquarters ☐

EO-DD/S:VRT:maq

Distribution:

Orig - Adse w/T of DD/S 65-2193

\1 - DD/S Subject w/ccy DD/S 65-2193

1 - DD/S Chrono

DD/S 65-2193: Memo dtd 11 May 65 to Multiple Adses fm ☐ Leadership Award

subj:

STAT

DD/S REGISTER

FILE

DD/S 65-2193
Personnel 3

14 MAY 1965

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
Executive Officer to the DD/S

SUBJECT : Leadership Award

1. Attached is a copy of the announcement of the Administrative Management Society Paperwork Management Award.

2. We have been advised that the sponsors of the award have in mind the nomination of a senior executive who directs and manages programs or an individual who has set up a system for managing massive paperwork, for eliminating duplication of reporting for which the public criticizes Government, or has organized a system of servicing the public, other agencies, etc., economically and efficiently--such as the new system of issuing passports in Department of State.

3. Please advise me on or before 28 May 1965 if you wish to nominate candidate(s) for this award.


Special Assistant to the
Deputy Director for Support

Attachment
As stated above.

SA-DD/S:RBJH/ms (10 May 65)

Distribution:

- 1 - Each Addressee, w/Att
- 1 - DD/S Chrono, w/o Att
- 1 - DD/S Subject, w/Att ✓
- 1 - SA-DD/S, w/Att

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INTERNAL

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CONFIDENTIAL

SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Director of Personnel
5E56 Headquarters

EXTENSION

NO.

DATE

6 MAY 1965

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director for Support
7D18 Headquarters

2.

3.

4.

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13.

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15.

Attached is a copy of the announcement of the Administrative Management Society Paperwork Management Award.

We have been advised that the sponsors of the award have in mind the nomination of a senior executive who directs and manages programs or to an individual who has set up a system for managing massive paperwork, for eliminating duplication of reporting (which the public criticizes Government for), or has organized a system of servicing the public, other agencies, etc., economically and efficiently--such as the new system of issuing passports in Department of State.

Please advise me on or before 14 June whether you wish to nominate candidates for this award.

STAT

Emmett D. Echols
Director of Personnel

Attachment: A/S

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PAPERWORK MANAGEMENT IN THE FEDERAL GOVERNMENT

NAME OF AWARD

The award will be known as the Administrative Management Society Paperwork Management Award.

PURPOSE

This is an annual award given to one or more employees of the Federal Government for: Outstanding leadership and professional excellence in promoting effective management of paperwork in the Federal Government.

Paperwork, as envisioned by this award, covers the totality of office methods. It includes manual and automated record processing activities from creation, through arrangement and use, to final storage or destruction, regardless of recording media. It is present in every office for it is the integral system part of administrative support work, management information flow, and written communications. From the system derives the management techniques to channel and control paperwork so that it contributes to the goals and objectives of the organization. Because of the nature of Government, paperwork not only is present in internal operations, but involves the public on many fronts.

NATURE OF AWARD

A medallion mounted on a walnut plaque will be given to the nominee selected.

ELIGIBILITY

All employees of the Legislative, Judicial, and Executive Branches of the Federal Government are eligible.

NOMINATIONS

Nominations will be submitted to the Executive Director of Administrative Management Society, National Office, Willow Grove, Penna. In the Executive Branch, one nomination will be submitted by a Department or Independent Agency. Each Department and Agency will determine its own screening and selection procedure.

Nominations must be submitted by July 1 of the year following the award year. Nominations for 1965 are to be submitted by July 1, 1965.

SUBMISSION

Nominations should follow the pattern outlined below:

1. Biographical Sketch of Nominee.
2. Description of Accomplishment -- Describe in general terms the work or contribution for which the nomination is being submitted.
3. Scope of Accomplishment -- Describe in terms of internal-agency, multi-agency, or Government-wide impact. If work or contribution involves Government paperwork as it affects the public and industry, this too should be covered.
4. Results -- Describe separately both achieved and anticipated results. When possible results should be expressed in terms of dollar savings, man-hour savings, equipment savings, or other measurable returns such as new or expanded services, decreased time requirements, and increased management capabilities. Also, cover intangible benefits when important.

SELECTION

From the nominations received, the Administrative Management Society will select one to receive the award. The Administrative Management Society will convene a special board annually for this purpose.

PRESENTATION OF AWARD

The award will be presented to the selected employee at a dinner meeting in Washington, D. C., approximately the 15th of September. Expenses of the meeting will be assumed by the Administrative Management Society, except that each person attending (other than the award winner and official guests) will pay an entrance fee, partially to defray cost of his attendance.

FOLLOW UP AND PUBLICITY

National publicity will be given to the award. In the Washington, D. C., area the National Archives and Records Service will see that information is made available to pertinent local publications. In addition, National Archives and Records Service will, through its personnel contacts in the Federal agencies, promote the award program.

The Administrative Management Society will publicize the award through its own publications and also will provide copies for use by other technical and professional publications.

ADMINISTRATIVE MANAGEMENT SOCIETY

Announces

**". . . AWARD TO ONE OR MORE EMPLOYEES OF THE
FEDERAL GOVERNMENT FOR OUTSTANDING LEADER-
SHIP AND PROFESSIONAL EXCELLENCE IN PROMOT-
ING EFFECTIVE MANAGEMENT OF PAPERWORK IN
THE FEDERAL GOVERNMENT."**

"We are gratified with the interest displayed by
the Administrative Management Society in honor-
ing Federal achievement in this important field."

JOHN W. MACY, JR., Chairman,
U. S. Civil Service Commission

NOMINATIONS: By July 1, 1965
AWARD PRESENTATION: Sept., 1965

FOR DETAILS CHECK WITH YOUR PERSONNEL OFFICE.
